



DEPARTMENT OF THE NAVY

NAVAL SERVICE TRAINING COMMAND
2601A PAUL JONES STREET
GREAT LAKES, ILLINOIS 60088-2845

Canc: Sep 2024

NSTCNOTE 1610

N00

5 Oct 2023

NSTC NOTICE 1610

From: Commander, Naval Service Training Command

Subj: PERIODIC FITNESS REPORT AND ENLISTED EVALUATION REPORTING
SENIOR DELINEATION AND SUBMISSION DATES

Ref: (a) BUPERSINST 1610.10F CH-1
(b) CNO WASHINGTON DC NAVADMIN 250/22

Encl: (1) FITREP/CHIEFEVAL/EVAL Block 41/43 Guidance
(2) NSTC Form 1610 E1-E6 Input Sheet
(3) NSTC Form 1610 E7-E9 Input Sheet
(4) NSTC Form 1610 W2-O6 Input Sheet
(5) NSTC Form 1610 CO Input Sheet

1. Purpose. To establish submission dates for periodic Fitness Reports (FITREPs), Chief Evaluations (CHIEFEVALs), and Evaluation Reports (EVALs) for all staff personnel attached to Naval Service Training Command (NSTC). Enclosure (1) provides specific guidance, and enclosures (2) through (5) shall be used for submissions.

2. Reporting Senior. In accordance with reference (a), Commander Naval Service Training Command (CNSTC) retains the right to report on any member of the staff, as well as Commanding Officers, and Officers-in-Charge of commands under his cognizance. Furthermore, per reference (a), CNSTC is authorized to delegate that authority as appropriate, therefore the following guidance is provided for delegation of reporting senior:

a. CNSTC will be the reporting senior for FITREPs, CHIEFEVALs, and EVALs of all Captain and Commanders attached to NSTC, COs and OICs of subordinate commands, and CNSTC's personal staff (nominative billets). Additionally, CNSTC will be the reporting senior for any adverse FITREP, CHIEFEVAL, or EVAL.

b. Chief of Staff (CoS) will be the reporting senior for all members in the paygrade of E-5 to O-4 with the exception of CNSTC personal staff.

c. Department Heads will be the reporting senior for all members in the paygrade of E-4 and below.

3. Action. In accordance with references (a), timely, realistic, and accurate reports are essential to record performance. To accomplish this submission deadlines to the NSTC Flag Admin Office are as follows:

5 Oct 2023

<u>RANK</u>	<u>Report Ending Date</u>	<u>Shell Issued</u>	<u>Report due to Flag Admin</u>
O-4	31 October 2023	15 September 2023	6 October 2023
E-6	15 November 2023	16 September 2023	15 October 2023
O-3	31 January 2024	30 November 2023	22 December 2023
O-2	28 February 2024	12 January 2024	9 February 2024
E-5	15 March 2024	9 February 2024	1 March 2024
E-9 ¹	15 April 2024	15 February 2024	29 March 2024
O-5	30 April 2024	1 March 2024	29 March 2024
O-6	31 July 2024	10 May 2024	28 June 2024
E-8/E-7	15 September 2024	15 July 2024	15 August 2024

Notes:

- CMCs will no longer receive evaluations per NAVADMIN 082/23.
- Routing. All reports shall be submitted with a current PRIMS print out. If a member's first report onboard, a copy of their last EVAL or FITREP, and extension letter (if applicable), must be included.
- Processing. In accordance with reference (b), eNAVFIT will be the only acceptable means to submit reports after 31 December 2023. Enclosures (2) through (5) will be submitted to Flag Admin who will input the data into eNAVFIT for further processing and signing. Due to the time required to input each report, spell-checked and well written reports submitted on-time is critical for on-time delivery and will reduce the need for members to electronically sign their report multiple times.
- My point of contact for these issues is LT Thomas Still, NSTC Enlisted Staff Executive Officer, who may be reached via email at thomas.c.still.mil@us.navy.mil, or phone at 847-688-3400, ext. 107.
- Records Management. Records created as a result of this notice, regardless of media or format, must be managed per Secretary of the Navy Manual 5210.1 of January 2019.


C. T. MATTINGLY

Releasability and distribution:

This instruction is cleared for public release and is available electronically only via the Naval Service Training Command issuance website,

http://www.netc.navy.mil/nstc/NSTC_Directives/instructions.html.

BLOCK 41/43 GUIDANCE

**** HARD BREAK OUT STATEMENT - REMOVE IF NOT USED ****

**** SOFT BREAK OUT OR OPENING STATEMENT ****

(BLANK SPACE)

- LEADERSHIP BULLET. Discuss effect of leadership.

(BLANK SPACE)

- BULLET TWO.

(BLANK SPACE)

- IMPACT BULLET. Impact on others. Example: Command impact, # of accessions enabled, community impact, etc.

(BLANK SPACE)

**** CLOSING STATEMENT / RECOMMENDATIONS / ETC. ****

Notes:

Create three bullets and write in past tense.

Utilize numbers, cause and effect.

Two spaces after a period.

Spell out unfamiliar acronyms.

Closing statement should recommend promotion, next milestone, or screening board.

NSTC FORM 1610 - EVAL (E1-E6) INPUT SHEET

NSTC FORM 1610 - EVAL (E7-E9) INPUT SHEET

1. Name	2. Rate	10-13. Report Type
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3. Designator	
6. UIC	
7. Ship/Station	
8. Promotion Status	

9. Date reported	
14-15. YYYYYY-YYYYYY	-
20. Phys. Readiness	
21. Billet Sub	

28. Command Employment:

29. [PRIMARY/COLLATERAL/WATCHSTANDING]

Reminder - Date Format: YYYYMMDD

Yes or No: Were you counseled?

Performance Traits:

MBR

40. Career Rec: 1 2

- 33. Deckplate Leadership**
- 34. Institutional & Tech Expertise**
- 35. Professionalism**
- 36. Loyalty**
- 37. Character**
- 38. Active Communication**
- 39. Sense of Heritage**

MBR /
/
/
/

Member Trait Average

PROMOTION RECOMMENDATION

MBR

41. Comments on Performance:

Member Input

NSTC FORM 1610 - EVAL (E7-E9) INPUT SHEET

NSTC FORM 1610 W2 - O6 FITREP INPUT SHEET

SUP/DH Input

CoS Input

NSTC FORM 1610 - CO FITREP INPUT SHEET

1. Name	2. Rank	10-13. Report Type
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3. Designator		9. Date reported YYMMDD	
6. UIC		14-15. YYMMDD-YYMMDD	-
7. Ship/Station		20. Phys. Readiness	
8. Promotion Status		21. Billet Sub	

28. Command Employment:

29. [PRIMARY/COLLATERAL/WATCHSTANDING] **Reminder - Date Format: YYMMDD**

Select Yes or No: Was a counseling performed?

Performance Traits:	MBR	40. Career Rec:	1 2
33. Professional Expertise		MBR	/
34. Cmd Climate & EO			/
35. Military Bearing & Character			/
36. Teamwork			/
37. Mission Accomplish & Initiative			
38. Leadership			
39. Tactical Performance			
Member Trait Average			

PROMOTION RECOMMENDATION MBR

41. Comments on Performance:

Member Input

NSTC FORM 1610 - CO FITREP INPUT SHEET
